Open the **Storyboard** PPT from the shared folder.

1. Modify the Properties of the presentation to add “Storyboard the Content” as the subject.

2. Hide spelling errors in the presentation.

3. Insert a footer with today’s date on all slides except the title slide, that does NOT update automatically.

4. Modify the design of the presentation to be the Hardcover theme, with Slipstream theme colors.

5. On slide 2, change the duration of the Rectangle 2 animation to be 4 seconds.

6. Modify the presentation to run automatically, 20 seconds per slide.

7. Add a comment to slide 5 to read “Dialog boxes are considered callouts, which are found by going to Insert > Shapes”

8. On slide 3, remove the bullets, and align the text at the bottom of the textbox.

9. Modify the SmartArt on slide 6 by removing the “Excel” slice.

10. Rename the “Storyboard” slice of the SmartArt to read “PowerPoint”.

11. Animate the dump truck graphic on slide 7 to be a Vertical Figure 8 loop animation.

12. View the slides at 73%.

13. Modify the text on slide 4 to be 2 columns.

14. Change the chart style on slide 8 to #27.

15. Format the data labels on the chart on slide 8 to a linear fire gradient fill.

16. Format the plot area of the chart as medium wood texture.

17. Insert a 2 x 4 table on slide 9 to replace the text “Insert Table Here”.

18. Format the style of the above table as Light Style 2 Accent 1 and add the headings “Animations” and “Transitions” in the header row.

19. Add a section above slide 1 and name it “Storyboarding Content”.

20. Change the slides in the presentation to be 11’’ width and 8.5’’ height.

21. Add the Drum Roll sound as a transition on slide 1.

22. Create a Custom slide show called “Planning a Presentation” to only include slides 2, 3, and 4.

23. Modify the presentation to loop continuously.

24. In slideshow view, use the pen to write your first name under the title on slide 1. Exit slideshow view and save the annotations.

25. Save the presentation into your PowerPoint folder as Storyboarding Content.pptx.